

PERFORMANCE WORK STATEMENT

ATCT / BB and TRACON / CAFE

OPERATIONS AND PREVENTIVE MAINTENANCE

1.0 SCOPE OF WORK: The contractor shall provide ALL management, personnel, supervision, administration, technical support, equipment, transportation, materials and repair parts to plan, schedule, coordinate, oversee, allocate resources and perform facilities management and maintenance of buildings, systems, and equipment at the Federal Aviation Administration facilities as listed. Specific assignments may not be included in all areas listed below.

TERMINAL RADAR APPROACH CONTROL FACILITY (TRACON)

AIR TRAFFIC CONTROL TOWER/BASE BUILDING (ATCT/BB) / Cooling Tower at the Denver International Airport, Denver, CO.

NOTE: Refer to Technical Exhibits #1, #2, and #3 for "Work Estimates and Frequency Charts".

1.1 ACRONYMS: The following acronyms will be used for the purposes of this document.

AIRPORT TRAFFIC CONTROL TOWER	ATCT
AIRPORT TRAFFIC CONTROL TOWER/BASE BUILDING	ATCT/BB
CONTRACTING OFFICER	CO
CONTRACTING OFFICER'S REPRESENTATIVE	COTR
CONTRACT QUALITY CONTROL	CQC
CONTRACT DATA REQUIREMENTS	CDR
CONTRACT DATA REQUIREMENTS DATA LIST	CDRL
NOTICE OF AWARD	NOA
NOTICE TO PROCEED	NTP
PERFORMANCE REQUIREMENTS	PR
PERFORMANCE WORK STATEMENT	PWS
PREVENTIVE MAINTENANCE	PM
PREVENTIVE MAINTENANCE INSPECTION	PMI
QUALITY CONTROL	QC
TERMINAL RADAR APPROACH CONTROL FACILITY	TRACON
SENSITIVE SECURITY INFORMATION	SSI

2.0 BUILDINGS SYSTEMS AND EQUIPMENT: Note: Square footage figures are approximate.

2.1 TRACON: Approximately 64,000 square feet.

Engine Generator Building (50 X 34)	1,700-sq. ft.
Environmental Support Building (142 X 52)	7,384-sq. ft.
Cafeteria-Kitchen/Dining/Serving (72 X 50)	3,600-sq. ft.
Administration Wing 1 st and 2 nd floors (142 x 99 x2)	28,116-sq.ft.

TRACON 1 st floor (142 X 99)	14,058-sq. ft.
TRACON 2 nd floor (81 X 113)	9,153-sq. ft.
Observation Gallery Rm. 301 (157 X 9)	1,413-sq. ft.
Administrative Wing Mechanical Penthouse (56 X 52)	2,912-sq. ft.
Cafeteria Mechanical Penthouse (33 X 50)	1,650-sq. ft.
Exterior Plaza (105 X 54 and 34 X 38)	6,962-sq. ft.
Front Entrance (11 X 56)	616-sq. ft.
Loading Dock (39 X 36)	1,404-sq. ft.
Guard Building (12 X 20)	240-sq.ft.

- 2.2 TRACON EQUIPMENT AND SYSTEMS: Equipment and systems may include but are not limited to the following equipment. Specific maintenance requirements are listed in Technical Exhibits.

Automated Entry Gate to Include In-pavement Sensors and the Mechanical Aspects of the Motor Driven Gate
Elevator Equipment and Systems (Passenger / Freight elevator)
Fire Alarm System, Sprinkler System (not to include hand held portable fire extinguishers)
Kitchen Equipment
Parking lot lighting
Sanitary Sewage System and Cafe Passive Grease Trap
Storm Drainage System
Water Treatment for Boiler, Chiller, Cooling Towers

- 2.3 ATCT/BB:

ATCT (Approximately 11,740 square feet)

Shaft Occupied/or Equipment Space (Includes elevator and stairs)	2,916-sq. ft
Stairwell	2,503-sq. ft.
Sub-junction Mechanical	266-sq. ft
Sub-junction Equipment/Elevator etc.	1,248-sp. Ft.
Junction Cab	850-sq. ft.
Balconies	534-sq. ft.
Junction Admin.	1,464-sq. ft.
Penthouse	338-sq. ft.
Mechanical	276-sq. ft.
Cable Access	1,319-sq.ft.

BASE BUILDING (Approximately 21,052 square feet)

First Floor:

Engine Generator area	430-sq. ft
Boiler room	480-sq. ft
Mechanical/Chiller	1,620-sq. ft
CCMS	72-sq.ft
Room 111/Fiber Optic	831-sq. ft
Uninterrupted Power Service	257-sq.ft

CCD/Fiber Optic	147-sq. ft
Telephone Batteries	73-sq. ft
Elevator Machine	50-sq. ft
Janitor	137-sq. ft
Remainder – Hallways, restrooms, etc.	1,917-sq. ft
Vent Shaft: (Separate Building AKA Cooling Tower)	966-sq. ft
Second Floor:	
Electronic Equipment	1,028-sq. ft
Telephone Communications (Telco)	360-sq. ft
Admin/Breakrooms	5,136-sq. ft
Third Floor:	
Admin	6,524-sq. ft
Connector/bldg-concourse link:	1,000-sq. ft

2.4 **ATCT/BB EQUIPMENT AND SYSTEMS:** (Includes but is not limited to the following)

Elevator Equipment and Systems (2 each Passenger Elevators)
Fire Pumps/Controller and Automatic Switch Gear System
Fire Alarm System/Sprinkler Systems/Stairway Pressurization Fan (not to include hand held portable fire extinguishers)
Sump Pump System at Elevator
ATCT Shade Maintenance
ATCT/BB/COOLING TOWER Exterior Lighting
Sanitary Sewage System
Storm Drainage System
Water Treatment for Boiler, Chiller, Cooling Towers

3.0 HOURS OF OPERATION:

3.1 **NORMAL HOURS:** The facilities will typically be in operation 24/7. The contractor shall perform work during normal hours as approved by the CO. The contractor will generally perform job functions, during normal duty hours between 6:00 a.m. and 6:00 p.m. The contractor may work, with prior approval of the CO or COTR at no additional cost to the government, during the hours outside normal duty hours.

3.2 **AFTER HOURS** shall be designated as the hours between 6:00 p.m. and 6:00 a.m. Monday through Friday.

3.3 **EMERGENCY HOURS** shall be designated as the hours between 6:00 p.m. Friday evening and 6:00 a.m. Monday morning. Emergency hours shall also include the holidays as noted below in paragraph 3.4.

3.4 **RECOGNIZED HOLIDAYS:** Recognized holidays include; New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. If the holiday falls on Saturday, it is observed on Friday. If the holiday falls on Sunday, it is observed on Monday. Service is required on these days.

4.0 PERFORMANCE: The contractor shall perform to the standards in this contract. The estimated quantities of work are listed in the Technical Exhibits: Work Estimates and Frequency Charts. Contractor shall be responsible as the single point of contact for all issues pertaining to the maintenance of buildings, systems, and equipment. This will include Corrective maintenance and minor repairs incidental to accomplishing the work requirements; building and equipment warranty, rodent control, snow removal, and refuse and recycle management described in the Performance Work Statement.

Note: Not all specification items pertain to both the TRACON and ATCT/BASE BUILDING; for clarification as to which do, see Technical Exhibits and Frequency Schedules.

5.0 PERSONNEL

5.1 **CONTRACT MANAGER:** The contractor shall provide a full time contract manager who shall be responsible for the performance of the work. The name of this person and alternate(s) who shall act for the contractor when the manager is absent shall be designated in writing to the Contracting Officer and Contracting Officers Technical Representative. The contractor shall provide telephone numbers of the contract manager and alternate(s) where these persons may be contacted outside of normal duty hours.

5.2 The contract manager or alternate shall have full authority to act for the contractor on all matters relating to the daily operation of this contract.

5.3 The contract manager or alternate shall be available during normal duty hours to meet on the installation with Government personnel designated by the Contracting Officer to discuss problem areas. After normal operating hours, the manager or designated alternate shall be available within two (2) hours.

5.4 The contract manager and supervisors must be able to read, write, speak, and understand English.

5.5 **Key Personnel:** Contractor shall provide at a minimum, an on-site technician, Monday through Friday, from 7:30 a.m. to 4:30 p.m.

6.0 EMPLOYEES

6.1 **UNIFORMS:** Contractor personnel shall present a neat appearance and be easily recognized by a uniform. This uniform shall state the company and employee name.

6.2 STANDARDS OF CONDUCT:

- a. The contractor and his employees will be subject to all rules and regulations relative to entering and leaving the site.
- b. All employees will be physically able to do their assigned work and shall be free of communicable diseases.
- c. Contractor's employees will not disturb papers on desks, open desk drawers, or cabinets. Use of Government computers shall not be allowed. Neglect of duties shall

not be condoned; sleeping on duty, unreasonable delay, or failure to carry out assigned tasks, conducting personal affairs during duty hours, or using telephone for other than official business.

- d. Contractor's employees will report fires, hazardous conditions, and items in need of repair, such as; flickering or non-operating lights, leaky faucets/piping, toilet stoppage, etc. to the COTR.
- e. Contractor will assure that specified rooms are locked after cleaning and keys returned to designated recipient. Keys to be checked in/out daily
- f. Contractor will assure that all articles found by employees are given to the Contracting Officer's Representative.
- g. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, fighting, insubordination, and participation in activities, which interfere with efficient Government operations, shall not be condoned.
- h. While on duty, employees shall not possess, sell, consume, or be under the influence of intoxicants, drugs, or substances that produce similar effects.
- i. Contractor shall not display inappropriate material in the workplace or storage closet.
- j. The contractor shall ensure that personnel present a positive and professional image. Personnel assigned shall be well dressed, courteous, and reflect an image consistent with FAA standards.

7.0 CONFLICT OF INTEREST: The contractor shall not employ any person who is an employee of the United States Government. The Contractor is prohibited from hiring off duty Government Quality Assurance Evaluators (QAE)

7.1 CONTROL OF CONTRACTOR EMPLOYEES: The selection, assignment, reassignment, transfer, supervision, management, and control of contractor employees in performance of this work statement shall be the responsibility of the contractor. However, the contractor shall comply with the general intent and specific policies set forth in the performance work statement and in regulations of the FAA, City and County of Denver/Denver International Airport Authority concerning conduct of employees as referenced herein. The contractor shall restrict the employment under the contract or remove from performance on the contract any person who is identified as a potential threat to the health, safety, security, or operation of the described facilities.

8.0 VEHICLE CONTROL: The contractor shall comply with directives pertaining to the operation of company owned/private owned vehicles on Denver International Airport (DIA) property and Federal installations. The contractor will arrange for permits for all vehicles with the FAA and the Denver International Airport Badging and Access Services. Proof of insurance, registration, and current driver's license is required for all vehicle permits. Access, storage, and parking areas shall be confined to the areas designated at the pre-performance conference.

8.1 The contractor must possess a vehicle with proper credentials required to drive on the DIA AOA to access the ATCT on Concourse "C". Contact Denver International Airport (DIA)

Badging and Access Services for additional information on how to acquire driving privileges, payable fees, and training at (303) 342-4300.

9.0 SECURITY REQUIREMENTS:

9.1 **DIA SECURITY REQUIREMENTS:** All contractor personnel entering airport property must contact Denver International Airport (DIA) Badging and Access Services for information and guidance on how to acquire an airport ID badge at (303) 342-4300. The contractor is required to comply with all security regulations and directives as identified herein and other security requirements as are shown elsewhere in this contract.

9.2 **FAA SECURITY REQUIREMENTS:** The contractor and each of their employees engaged in work under this contract shall execute and submit to the COTR the following forms; FD-258 (Fingerprint Chart), SP-85P (Questionnaire for Public Trust Positions), I-9 (Employment Eligibility Verification), and DOT F-1681 (Identification Card / Credential Application). The Contracting Officer's Technical Representative will provide these forms. Employees without properly executed forms will not be allowed access to the job sites. The Contractor shall furnish a list of employees by job assignment designation to work this contract to the COTR. The list shall remain current and the COTR must be notified of any changes of personnel immediately. Contractor personnel are not authorized access to any area where classified information is used, stored, or processed with out a security guard escort. Newly initiated e-QIP (Electronic Questionnaire for Investigation Processing) may apply.

10.0 QUALITY CONTROL:

10.1 **QUALITY CONTROL PROGRAM:** The contractor shall establish and maintain a complete quality control program to assure the requirements of this contract are provided as specified. One copy of the contractors Quality Control Plan shall be provided to the CO at the Pre-performance conference for approval. Quality control program revisions are subject to the approval of the Contracting Officer's Representative. The Government will monitor contractor compliance to the quality control program.

10.2 **MINIMUM PLAN REQUIREMENTS:** As a minimum, the contractor's Quality Control Plan (QCP) must include:

- a. A copy of the letter appointing the Contract Quality Control (CQC) representative, signed by an officer of the firm, outlining the CQC representative's duties, responsibilities, and authority.
- b. The quality control organization in chart form showing the relationship of the quality control organization to other elements of the firm.
- c. The names and responsibilities of personnel in the quality control organization under this contract.
- d. The area of responsibility and authority of each individual in the quality control organization.

- e. The contractor's procedure for reviewing all samples, certificates, or other submittal documentation for contract compliance.
- f. An inspection schedule, with a matrix keyed to each specific task, showing who will perform the work, who will inspect the work, and when inspection will be performed. The schedule must specify areas to be inspected on either a scheduled or unscheduled basis and titles of the individuals who shall do the inspection.
- g. The procedures for documenting quality control operation, inspection, and testing, with a copy of all forms and reports to be used for this purpose. The Contractor shall include a submittal status log listing all submittals required by the specifications and stating the action required by the government. The contractor shall complete the appropriate columns of the log and name the person(s) authorized to review the submittal.
- h. A method for identifying and Correcting deficiencies and their causes in the quality of service performed before the level of performance is unacceptable. This method will include the quality of all services provided by contractor under this contract.
- i. A file of all inspections conducted by the contractor and the Corrective action taken. This documentation shall be made available to the government during the term of this contract.
- j. Procedures to provide accountability and safe keeping for FAA control keys and proximity cards are required. Submit written plan to CO / COTR for approval and implementation.

11.0 CQC MEETING: On or about the pre-performance meeting and after the CQC program is submitted, but before performance actually begins, the Contractor shall meet with the Contacting Officer (CO) and Contracting Officer's Representative (COTR) to discuss quality control requirements. The purpose of the meeting will be to develop a mutual understanding relative to details of the CQC system, including forms to be used for recording the quality control operations, inspections, approvals, certifications, administration of the CQC system and government surveillance. Future CQC meetings, if necessary and procedures for submission of reports and other records will be developed at this time.

12.0. PERFORMANCE EVALUATION MEETINGS: The contract manager may be required to meet at least weekly with the CO and/or COTR during the first month of the contract and other times as requested by the CO and/or COTR. However, at the contractor's request, a meeting will be held whenever a Contract Discrepancy Report is issued. The contractor's manager, CO, and COTR shall sign the written minutes of these meetings.

13.0 PHYSICAL SECURITY: The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

14.0 KEY/PROXIMITY (PROXY) CARD CONTROL: The contractor shall establish and implement methods of ensuring that all keys/proxy cards issued to the contractor by the government are not lost or misplaced and not to be used by unauthorized persons. No keys/proxy cards issued by the government shall be duplicated. The contractor shall develop procedures covering key/proxy card control that shall be included in the quality control plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

15.0 LOSS OR DUPLICATION: The contractor shall report occurrences of lost or duplicated keys/proxy cards immediately to the COTR.

16.0 RE-KEYING: In the event keys, other than master keys, are lost or duplicated, the government will replace the affected lock or locks or perform re-keying. The total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated, the government will replace all locks and keys for that system. The replacement cost will be deducted from the monthly payment due the contractor.

17.0 PROHIBITIONS: The contractor shall prohibit the use of keys/proxy cards issued by the government by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by the contractor's employees to permit entrance of persons other than contractor's employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the COTR/CO.

18.0 EMERGENCY SERVICES: On occasion, services may be required to support the 24/7 operation of the described facilities. If such services are perceived to be a change requiring additional cost, the Contractor shall notify the COTR and the Contracting Officer and submit the supporting documentation with a request for an equitable adjustment in accordance with the CHANGES clause.

19.0 CONSERVATION OF UTILITIES: The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include but are not limited to:

19.1 LIGHTS: Lights shall be used only in areas where and when work is being performed. Light uses in controlled areas must be coordinated with the COTR.

19.2 MECHANICAL AND HVAC: Control settings for HVAC, space temperature, heating water, and associated computer controls will not be adjusted by the contractor or contractor employees.

19.3 WATER: Water faucets or valves shall be turned off after the required usage has been accomplished.

20.0 ENVIRONMENTAL PROTECTION:

20.1 COMPLIANCE: The contractor shall comply with all applicable Interstate, Federal, State, and Local laws, regulations, Denver International Airport laws, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply as such laws/regulations come into effect. If there is an increase of cost to the contractor because of these changes, the contractor shall notify the COTR and the CO for purpose of negotiating a modification to the contract.

20.2 AIR: The contractor shall comply with applicable portions of Colorado Air Quality Control Act in the Colorado Revised Statutes 1973, title 25, Article 70, Air Quality Control; Repealed and Reenacted by Colorado Laws of 1979, as last amended. The contractor shall also comply with Colorado Air Pollution Control Regulations (Code of Colorado Regulations, Part 1 – Department of Health, Air Pollution Control Commission Regulations, as last amended). The contractor shall also comply with the Colorado Ambient Air Quality Standards (Code of Colorado Regulations, Vol. 5, and Department of Health, Air Pollution Control Commission and part 14 – Ambient Air Quality Standards, as last amended.)

20.3 WATER: The contractor shall comply with the applicable provisions of the Colorado Water Quality Control Act (Colorado Revised Statutes, Title 25 Department of Health and Article 8 – Water Quality Control; Reenacted by Colorado Laws of 1981, as last amended). The contractor shall also comply with Colorado Water Quality Control Regulations and Colorado Discharge Permit system Regulations (Code of Colorado Regulations, Title 5 – Department of Health and Chapter 1002 – Water Quality Control Commission - Articles 3-7, as last amended).

20.4 SOLID WASTE DISPOSAL: The contractor shall dispose of all solid wastes, garbage and refuse at an off site solid waste disposal facility possessing the appropriate City and County Certificate of Designation. The contractor shall comply with all Federal, State and local laws, regulations and requirements.

20.5 HAZARDOUS AND TOXIC MATERIALS/WASTES: All materials utilized, removed, or handled and wastes generated by the contractor, as part of this contract will comply with all Federal, State and local laws regulations and requirements. Contractor will prevent damage to the environment and exposure to non-contractor personnel. Materials and wastes must also be stored, handled, transported, and disposed of according to applicable portions of the following of Federal, State and Local laws regulations and requirements including EPA Regulations for Hazardous Waste Management, enacted pursuant to the Resources Conservation Recovery Act as last amended. The EPA Regulations for Toxic Substances enacted pursuant to the Toxic Substances Control Act as last amended. The Colorado hazardous Waste Act as last amended. Colorado Waste Facility Siting Rules, as last amended. The Colorado Hazardous Waste Management Regulations as last amended. The Colorado Standards for Owners and Operators of Hazardous Waste Treatment – Storage and Disposal Facilities, as last amended. The Colorado Hazardous Waste Notifications and Permits Rules as last amended. The Denver International Airport Environmental Management System Maintenance of Pretreatment Devices, ES-301-2.07, dated March 22, 2005/version 2.05

20.6 NOISE: All Equipment utilized by the contractor that produces noise levels in excess of 85 decibels, “A” weighted, must be so identified by the contractor. This equipment will be utilized in a manner that precludes exposure of the occupants or any persons other than contractor personnel to levels exceeding 85 decibels - “A” weighted. All noise suppression shall be IAW OSHA General Industry Standards – 29 CFR, Part 1910.

20.7 **NOTIFICATION OF ENVIRONMENTAL SPILLS:** The contractor or its agent shall immediately report the spill or release of any substance defined as hazardous by the above laws and regulations to the COTR and the CO. The liability for the spill or release of any such substance rests solely with the contractor and its agent.

20.8 **HAZARDOUS AND/OR TOXIC MATERIALS HANDLING:** If the Contractor spills or releases any substance into the environment, the Contractor or its agent shall immediately report the incident to the Contracting Officer or delegated representative. The liability for the spill or release of such substances rests solely with the Contractor and its agent. Prior to using hazardous and toxic material, provide MSDS sheets to the COTR/CO.

21.0 **GOVERNMENT OBSERVATIONS:** Government personnel, other than the CO and COTR may from time-to-time observe contractor operations. However, these personnel may not interfere with contractor's performance.

22.0 **SAFETY REQUIREMENTS:** The contractor shall:

22.1 Develop a safety plan for the protection of personnel, government facilities, and property.

22.2 Protect all furnished government property.

22.3 Report promptly to the CO or COTR all available facts relating to each instance of damage to government property or injury to either contractor or government personnel within 24 hours.

22.4 In the event of an accident, take reasonable and prudent action to establish control of the accident scene, to prevent further damage to persons or property, and preserve evidence until released by the accident investigative authority through the CO or COTR.

22.5 Contractor shall cooperate with and assist government personnel in the conduct of investigations.

22.6 The contractor shall follow safety guidelines contained in FAA Order AC 3900.21E and the Occupational Safety and Health Administration (OSHA) regulations.

23.0 **SAFETY:** FAA operations in certain areas are directed towards the control and separation of air traffic and directly affect national security. The importance of these operations cannot be over emphasized. Interference of any kind by the Contractor, his/her employees, or equipment, will not be tolerated. The inadvertent flipping of a switch or turning of a dial could lead to disaster including loss of man-hours, property, and loss of human life. It is of the utmost importance that the noise level at all air traffic control areas be kept to a minimum. The Contractor shall not plug any of his/her power-driven equipment into any electrical outlet on the FAA equipment and/or racks. The Contractor employees shall cooperate with the FAA employees in working out the best and safest methods for contract performance in FAA equipment areas. Rooms will be unlocked only during cleaning of said room. Chemicals with pungent smells will not be tolerated. The COTR shall approve all chemicals for odor.

23.1 Chemical materials to the largest extent possible, shall be environmental friendly and/or “Green” products. Coordinate the uses of these and all other products with the COTR.

24.0 LOST AND FOUND PROPERTY: It is the responsibility of the contractor to ensure that all items of possible personal or monetary value found by the contractor’s employees are to be turned in to the COTR.

25.0 COORDINATION WITH OTHER CONTRACTORS AND GOVERNMENT EMPLOYEES: The government may undertake or award other contracts outside the scope of this contract. It is the responsibility of the contractor to coordinate efforts for work in the areas affected. The contractor shall notify the COTR if there is a delay from performing tasks required.

26.0 PARKING: The contractor will be provided with parking adjacent to the TRACON Engine Generator Facility. Outlets are provided for the protection of equipment during cold weather. Parking fees for parking on the City and County of Denver property and Denver International Airport property are at the expense of the contractor.

27.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES: The Government will furnish to the Contractor the facilities, equipment, materials, and/or services listed below:

27.1 PROPERTY:

27.1.2 FACILITIES: The government will provide space in the TRACON (rm. 179), and Base Building (rm. 211) for contractor administration, storage, and maintenance activity. The contractor shall maintain these spaces in accordance with all directives for safety and cleanliness contained in this contract. These spaces shall be used only for the purposes in support of this contract and may not be used in any manner for personal advantage, business gain, or other personal business of the contractor or contractor’s employees. NOTE: The government may reassign the contractor to another space to meet the needs of the FAA.

27.1.3 STORAGE SPACE: Storage space may be assigned to the contractor *if available* by the COTR for the storage of bulk supplies and equipment that will be used in the performance of the work. The government will not be responsible for loss and/or damage to Contractor’s stored supplies, materials, equipment, or other personal belongings caused by fire, theft, accident, or otherwise. Failure to keep these facilities in a clean and orderly condition may result in the loss of use of such facilities.

27.1.4 TOOLS AND EQUIPMENT: The government shall provide five (5) cage type traps for live trapping rabbits per requirements listed in Technical Exhibits. There are no other government furnished tools or equipment included in this contract.

27.1.5 MATERIALS: The government will not supply any materials or supplies in support of this contract. The contractor will provide all materials beginning with the start of the contract and all other materials required during the contract period.

27.1.6 RECORDS, FILES, DOCUMENTS, AND WORK PAPERS: All records, files, documents, and work papers provided by the government remain government property.

28.0 CONTRACTOR FURNISHED ITEMS AND SERVICES

28.1 GENERAL: Except For those items or services specifically stated to be government furnished in this Section, the contractor shall furnish everything required to perform this PWS.

28.2 QUALITY STANDARDS: The contractor shall perform all tasks so that once accomplished, the standards stated in Section C are at an "Acceptable Quality Level" (AQL). The Contractor will be responsible for correcting all deficiencies.

28.3 EQUIPMENT: The contractor shall furnish all equipment, materials, and tools necessary to properly perform the work defined in this contract. All equipment shall have bumpers and guards to prevent marking or scratching of fixtures, furnishings, or building surfaces.

28.4 ELECTRICAL EQUIPMENT: All electrical equipment used by the contractor shall be UL approved. This equipment must operate using existing building electrical circuits. It shall be the responsibility of the contractor to prevent the operation or attempted operation of electrical equipment or combinations of equipment, which require power exceeding the capacity of existing building electrical circuits.

28.5 SUPPLIES: The contractor shall furnish all necessary compounds, solvents, barrier paper, tape, paper products, and brushes within the appropriate specifications. Only approved federal specification chemicals, cleaning compounds and solvents will be used. All chemicals, cleaning compounds and solvents shall be stenciled as to content and specification. Samples of materials along with the appropriate MSDS's shall be submitted to the COTR/CO for approval prior to the commencement of the contract start date and whenever a change occurs. When a change occurs, the new material will meet or exceed the quality of previously used items.

28.6 STORAGE: The contractor shall furnish and store all expendable material and loose equipment within designated areas. The government will not be responsible for security of storage areas. Any loss or damage to contractor equipment and supplies, are solely the responsibility of the contractor. Suitable containers for storing acids, flammable, etc. with supplemental MSDS's shall be provided by the contractor.

28.7 MATERIAL SAFETY: The contractor shall submit a schedule of contractor furnished supplies not later than fifteen (15) days after contract award. The schedule shall include name, chemical content, and purpose of all supplies to be used. The contractor shall also submit Hazardous Material Identification in the form of Material Safety Data Sheets (MSDS) that will meet the requirement of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313. The submittal will also include a Material Safety Data Log, which shall be maintained on site and available for review upon request of the COTR.

28.8 SPECIAL REQUIREMENTS: The contractor shall furnish protective clothing, gloves, boots, Personnel Protective Equipment, and chemical goggles for employees required under OSHA.

29.0 SUBMITTALS

29.1 The contractor shall submit not later than five (5) working days after contract award, a Work Schedule containing all requirements of the scope of work and the scheduled dates and times, each requirement will be performed. As a minimum, the Work Schedule must contain:

29.2 A management and operational plan to reflect planning, scheduling, and allocation of resources.

29.3 Systems to receive, record, respond to, and track all service calls, trouble calls, or other operational problem calls.

29.4 A system of record keeping sufficient to accomplish the functions and provide comprehensive, timely, and accurate reports to the COTR for approval. These reports will be submitted monthly to COTR for quality control.

29.5 A system and chart for tracking maintenance and repair records of all scheduled Preventative Maintenance (PM) and nonscheduled maintenance and repairs of each facility's equipment and systems.

29.6 A list of all contractor-furnished equipment, including electrical appliances to be used in this project.

30.0 PREVENTIVE MAINTENANCE: A preventive maintenance program for the building equipment and systems must be submitted to the COTR monthly. The items on which PM will be performed are identified in Technical Exhibits along with a description of work to be performed and the frequency at which work will be performed.

30.1 Upon approval of the PM work schedule, the contractor shall submit within fourteen (14) working days, an overall PM schedule for the base award year and each subsequent option year of the contract. Any item for which the frequency is less than annually shall be clearly identified and included in the PM program schedule.

30.2 The contractor shall be responsible for maintaining PM records for each item of equipment or system. All records shall reflect what maintenance was performed and the date completed. The contractor shall update and maintain the PM and history files by the 10th (tenth) of each month. All PM records shall be turned over to the COTR no later than fifteen (15) calendar days after contract termination or completion, whichever is first.

30.3 The contractor shall submit a monthly report indicating the PM work performed on each item, deferred maintenance (with justification for deferral), and deficiencies noted to the COTR not later than ten (10) working days after the end of each month.

31.0 QUALITY CONTROL: The contractor shall provide an updated QC plan at the pre-performance conference. The contractor shall provide an updated QC plan at the contract start-up. The contractor shall update the plan as changes occur during the contract performance period.

31.1 The contractor shall provide a submittal log at the pre-performance conference. The log shall include a list of all submittals required under this contract, the submission date, approval/disapproval date, and the current status as a minimum.

31.2 The contractor shall submit a Physical Security Plan to include key/proxy card control procedures not later and fifteen (15) days after contract award. This plan shall include, as a minimum, the contractor plan to safeguard FAA facilities from unauthorized access.

31.3 The contractor shall submit a detailed Employee list not later than seven (7) days after contract award. (The detailed Employee List shall contain name, social security number, address, wage classification, drug test date and results, and background check date and results)

31.4 The contractor shall submit a sample format for the Service Call Log with the proposal. The format shall include as a minimum, date and time of call, equipment location and problem reported, and the name and phone number of the person reporting the problem. The format shall also include the date and time the equipment was returned to service, summary of repairs to include material used, and the name of the individual responsible for the repair.

31.5 The contractor shall submit a preliminary safety plan at the pre-performance conference. The contractor shall submit his updated safety plan at the contract start date and update the plan throughout the performance period as needed to the COTR/CO.

31.6 The contractor shall submit Hazardous Material Identification in the form of Material Safety Data sheets in sufficient number to meet requirements on 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313 and Material Safety Data Sheet Log that shall be maintained on site and available for review by the COTR.

32.0 OPERATIONS AND MAINTENANCE:

32.1 OPERATIONS MANAGEMENT GENERAL: The contractor shall provide trained staff to manage, operate, and maintain the facilities. Including supervision, labor, materials, supplies, repair parts, tools, equipment, and vehicles to accomplish the work required under this contract. The contractor shall plan, schedule, coordinate for an effective and economical operation, maintenance, and repair of the facilities as specified.

32.2 The contractor shall develop and implement a system to receive record, respond to, and track all service calls, trouble calls, or other operational problems.

32.3 The contractor is responsible for all facets of managing contractor activities. These include estimating, planning, scheduling, budgeting, controlling, record keeping of all costs and manpower associated with contract activities, including contractor procurement functions.

32.4 The contractor shall develop and maintain a level of record keeping sufficient to accomplish the above functions. The contractor shall provide comprehensive, timely, and accurate reports to the government for review and/or approval as requested. The specifics of the data collection and preparation are left to the contractor. Activities, functions and reports either directly or indirectly in support of this contract are subject to audits. Officials of the Federal Aviation Administration or the General Accounting Office may perform these audits. Accounting and reporting procedures shall be in accordance with generally accepted accounting principles.

32.5 The contractor will provide the CO and COTR with a copy of subcontracts entered into in connection with the requirements of this contract, such as an elevator service contract with ThyssenKrupp. The government reserves the right to reject any subcontractor determined

unacceptable under appropriate procedures in accordance with the Acquisition Management System

32.6 All mechanical, electrical, plumbing, central vacuum systems, TRACON raised floor Leak Detection Systems, TRACON Kitchen duct hood cleaning, sanitary drains, elevator sump pumps, storm drains, and utility systems shall be operated in accordance with current energy conservation requirements. All systems will be maintained at an acceptable level throughout the contract performance period. The contractor is responsible for performing all maintenance and repairs as necessary 24/7, 365 days per year basis, to include emergency callback service.

32.7 The contractor is not responsible for operation, maintenance, or repair of computers, lab equipment, and mail handling equipment, office furniture, and office machines or personally owned appliances.

32.8 The contractor shall report daily to the COTR the status of any major equipment or system failure or non-operational status during the workday. Elevator, security, and fire alarm system malfunctions must be reported immediately to the COTR.

33.0 MAINTENANCE AND REPAIR RESPONSIBILITIES

33.1 PREVENTIVE MAINTENANCE: Preventive maintenance shall include a comprehensive program to regularly maintain equipment and systems to ensure proper operation of the equipment and systems. This program will include but not be limited to regularly scheduled inspection, testing, cleaning, lubrication, and adjustment, and other expendables. Preventive maintenance will also include calibration, replacement of water filters, and other expendable parts. A list of the systems to be maintained and the responsibilities of the contractor for each item is found in Technical Exhibits.

33.2 PREVENTIVE MAINTENANCE INSPECTION: PMI is the care and servicing of equipment IAW manufactures' maintenance specifications for the purpose of retaining the equipment in a serviceable condition. This inspection includes checks for proper operation, detection, and correction of eminent failures before either they occur or before they develop into major defect. PMI will also include but not be limited to lubrication, adjustments, calibration, interior cleaning, and replacement of worn or deteriorated parts.

33.3 PREVENTIVE MAINTENANCE PROGRAM: The PM program shall include but is not limited to the specific items and tasks listed in Technical Exhibits. It will also include a schedule for submittal of progress reports, and directions for maintenance personnel to complete each item of maintenance. This program will be submitted to the CO no later than fifteen (15) days after contract award.

33.4 PREVENTIVE MAINTENANCE RECORDS: The contractor shall be responsible for maintaining PM records for each item listed on the schedule. The records will reflect the specifics of maintenance performed, scheduled and completion dates, and the names of personnel effecting the maintenance. The contractor shall update the PM records and history files within ten days of the month following the maintenance. These records shall be made available to the COTR upon request. All PM records shall become government property and shall be turned over to the government no later than fifteen (15) days after contract completion or termination.

33.5 **SCHEDULE**: The contractor shall submit an annual schedule for the accomplishment of all PMs. The schedule will include the name of each item, the date for PM, and the location of the equipment. The schedule shall be in two parts: TRACON and ATCT/BB. Each part shall be provided to the COTR. The schedule will include but is not limited to all items listed in Technical Exhibits.

33.6 **RESTRICTIONS AND COMPLIANCE**: The COTR will be notified in advance when PM or maintenance requires the opening, dismantling, or shutdown of any equipment or system. When this work requires a licensed or certified technician (i.e. fire alarm system), the contractor will ensure that personnel are properly licensed or certified and shall provide proof to the COTR upon request. Visual inspections shall be included on the PM list. Equipment that is scheduled for PM less than annually (i.e. every two (2) years etc.) shall be included in the PM schedule. All building equipment and systems shall be maintained IAW manufacturer's recommendation, manufacture's technical manual, manufacturer's operator's manual, or in their absence, the FAA handbook and recommendations shall be followed. All maintenance and repairs must be accomplished by experienced and, when necessary, properly licensed and/or certified personnel.

33.7 **RESPONSIBILITY**: The contractor shall be responsible for correcting all deficiencies identified during PM inspections.

34.0 **REPAIRS**: The contractor shall be responsible for repairs to equipment and systems outside the schedule for PM. These repairs will include but not be limited to water leaks, roof leaks, inoperative hose bibs/faucets, drain stoppages, inoperative electrical outlets, light switches, lights and other items as deemed necessary by the COTR. The exception to this is items that have a pre-existing maintenance/service contract or, are under warranty or guarantee.

34.1 **SERVICE CALLS**: Service calls are identified as a reported malfunction or maintenance problem in TRACON and ATCT/BB facilities. Service calls are divided into three categories; they are emergency, urgent, and routine calls.

34.2 **EMERGENCY CALLS**: These are calls reported by authorized personnel on any equipment or system failure that poses a life-threatening situation. Calls will also include any situation that threatens or endangers mission critical activities. Any work considered by the COTR to be an emergency shall be treated such by the contractor.

34.2.1 **RESPONSE TIME**: The contractor shall respond to emergencies within fifteen (15) minutes between 7:30 a.m. to 4:30 p.m. During other times, the contractor shall respond within two (2) hours. In either case, the contractor will remain on duty until the repairs are completed or the emergency is terminated.

34.3 **URGENT CALLS**: These are reports by authorized personnel of problems that interrupt or adversely impact non-critical FAA operations.

34.3.1 **RESPONSE TIME**: The contractor will respond to urgent calls within two (2) hours between 7:30 a.m. to 4:30 p.m., and within two (2) hours during other times when directed by the COTR.

34.4 **ROUTINE CALLS**: Routine calls are calls that are not emergency or urgent calls.

34.4.1 **RESPONSE TIME:** The contractor will respond to routine calls within four (4) hours, between 7:30 a.m. to 4:30 p.m.

34.5 **COMPLETION OF SERVICE CALLS:** The contractor will notify the COTR immediately if any service call cannot be completed within a reasonable time due to circumstances beyond the control of the contractor. A reasonable time will be four (4) hours for Emergencies, six (6) hours for urgent calls and eight (8) hours for routine calls. The contractor will provide the COTR with the time and date Corrective action will be completed. NOTE: Emergency calls will be worked to completion or relief of the emergency situation. Personnel will leave an emergency call if the situation becomes hazardous or if directed by responding emergency personnel (fire, police, HAZMAT, etc.).

34.6 **SERVICE CALL LOG:** The contractor shall maintain a service call log in sufficient detail to enable the COTR to determine whether services are completed. The service call log shall be made available for inspection at the request of the CO or COTR.

35.0 BUILDING REPAIR AND ALTERATION INCIDENTAL TO MAINTENANCE:

The contractor shall be responsible for all repair work incidental to performing maintenance under this contract. This will include but not be limited to service calls to repair or correct deficiencies beyond the reasonable expectation that the contractor could have prevented the occurrence through PM. It will include the repairs affected due to unexpected failure of equipment or systems. It will not include repairs made to equipment or systems caused by contractor negligence or unsound maintenance practices.

35.1 Labor and material costs for work other than normal maintenance will be separately priced per task. A work order shall be reviewed and approved with the COTR prior to proceeding with the work. Reference paragraph 36.0 in this section.

36.0 **WORK ORDER:** All work orders shall describe the work to be performed, time for completion, and total cost of the project. The work order will itemize all cost of each repair or alteration and is to be submitted to the COTR for review and approval. The COTR shall certify that the proposed work is within the general scope of the contract. The contractor will include the following statement on all work orders presented to the COTR for evaluation:

“I certify that the work described herein is incidental to maintenance under this contract and is within the general scope of the contract.”

The contractor will also provide a place for the COTR’s signature and date for the certification of the work order.

36.1 The contractor shall provide with each work order a written cost estimate. This estimate will contain the cost of repair parts, estimated hours to perform the work, subcontractor’s estimated invoice, and hourly rates for each task. The contractor shall present invoices and/or receipts to support costs of materials and parts. Actual cost of materials shall be supported by written dated receipts to be reviewed by the COTR prior to acceptance for payment under this contract. The COTR may require that three (3) quotes shall be available for review by the COTR and CO prior to commencement.

36.2 Work on any work order shall not commence until the contractor and COTR have reached agreement on the level of effort, type, and quantity of materials required, and labor hours required completing the work. At that time, the CO will issue a notice to proceed (NTP) to the contractor.

36.3 When the estimated total cost of a work order exceeds one thousand dollars (\$1,000), the COTR shall be notified prior to notice to proceed (NTP). Three (3) quotes shall be available for review by the COTR and the CO, prior to commencement.

36.4 The contractor shall notify the COTR forty eight (48) hours in advance of any work that would be disruptive to building occupants or interfere with building operations. This will include but not be limited to temporary outages of utility services, café passive grease trap disposal, elevator maintenance, and fire protection systems.

36.5 When necessary, the contractor shall remove and replace any furniture obstructing reasonable access to work areas. All work shall be done with a minimum of interference to government operations or personnel.

36.6 The government reserves the right to furnish parts, materials, and labor, or any combination of, for any particular work order.

36.7 The contractor shall present invoices and/or receipts to support costs of materials and parts. Documents shall be reviewed by the COTR prior to acceptance for payment under this contract.

37.0 ELEVATOR MAINTENANCE / INSPECTION:

37.1 The contractor shall provide all necessary supervision, escort duties, and manpower to assist the contracted elevator service technicians to maintain all passenger and freight elevators.

38.0 REFUSE REMOVAL /DISPOSAL:

NOTE: This task is NOT in the scope of this Performance Work Statement

38.1 ATCT/BB: The contractor shall ensure the refuse from the ATCT/BB is removed to the refuse removal point located in the base of Concourse C.

39.0 SNOW REMOVAL:

NOTE: This task is NOT in the scope of this Performance Work Statement

40.0 RODENT AND INSECT CONTROL:

40.1 The contractor shall provide all necessary supervision, escort duties, and manpower to assist Rodent and Insect Control Technicians.

41.0 ROOF GUTTER, DOWNSPOUT, AND STORM DRAINS: The contractor shall inspect roofs, gutters, down spouts, plaza/dock drains and storm drains for unrestricted drainage and flow as established in Technical Exhibits.

42.0 SANITARY DRAINS: The contractor shall inspect all sanitary drains, piping, and traps for non-restricted flow as established in Technical Exhibits. Sluggish drains shall be cleaned with a rotary cleaning device. Contact the COTR prior to cleaning as to prevent noxious fumes from affecting the facility operations. Periodic or monthly treatment of environmentally safe and/or "Green" chemicals to facilitate non-restricted flow or eliminate obnoxious odors may be used. Prior COTR approval and MSDS documentation is required.

43.0 LIGHTS AND LIGHT FIXTURES: The contractor shall replace all burned out light bulbs, tubes, PCB's, wiring, and ballasts. Light fixtures shall be kept free of dirt, dead insects, and other foreign matter.

44.0 ATCT CAB WINDOW SHADES: The coordination of repair and maintenance for the ATCT Cab window shades shall occur between the hours of 6:00 a.m. to 4:30 p.m., or other times as deemed by the COTR that are least intrusive to Air Traffic Controller Specialists. Cleaning of the ATCT Cab window shades, IAW manufacturer instructions shall occur between 1:00 a.m. to 4:00 a.m., or other times as deemed by the COTR that are least intrusive to Air Traffic Controller Specialists.

45.0 KITCHEN: The contractor shall maintain/repair all kitchen appliances, dishwasher, refrigeration units, freezer units, fire protection system, drains, grease trap, lighting, exhaust duct hood cleaning, stoves/ovens and any appliance, system, or apparatus associated with the kitchen IAW the technical exhibit.

46.0 PARKING LOT:

Not applicable

47.0 CARPET TILES: The contractor shall replace damaged, worn, or soiled carpet tiles (GFM) as requested by the COTR.

48.0 WATER TREATMENT FOR BOILER, CHILLER, AND COOLING TOWERS:

48.1. The contractor shall be responsible for maintaining the condenser water system. Condenser water system shall be clean, free of biological contamination (algae/bacteria), and free of scale deposits in the cooling towers, pipes, pumps and chiller tubes. The contractor shall perform bi-weekly tests on the condenser water system and log the results of said tests.

48.2. The contractor shall be responsible for maintenance of the Heating and Chilled water 'closed loop' system. This system shall be checked quarterly for proper chemical balance and the results provided to the COTR. Closed Loop system will be maintained to the degree to prevent

scale or other buildup from degrading the performance of boilers and chillers. The contractor shall perform bi-weekly tests on the condenser water system and log the results of said tests.

49.0 SECURITY SYSTEM MAINTENANCE:

49.1 The FAA currently has a maintenance contract that covers the repairs of Security Systems at the TRACON, ATCT/BB, and TOC via Johnson Control Inc. The contractor shall provide all necessary supervision, escort duties, and manpower to assist JCI contractors to maintain all security systems. These include intrusion detection systems, card access systems, and monitoring camera systems.

50.0 FIRE SPRINKLER DRY / WET SYSTEMS, FIRE ALARM PANELS.

50.1 The contractor shall provide all necessary supervision, escort duties, and manpower to assist fire system technicians to maintain all fire associated systems.

51.0 REDUCTION IN PAYMENT:

51.1 Upon receipt of written notification by the CO regarding nonconformance of contractual services, the contractor will be given twenty-four (24) hours to provide the required Corrective action. At the end of this period, the Government may have such work done by others, with cost (s) chargeable to the contractor and deducted from his/her monthly payment.

51.2 Repeated failures to perform work as required by the specifications and contract documents may result in termination of the contract.

TECHNICAL EXHIBIT #1

MAINTENANCE TASKS

TRACON / CAFE

WORK ESTIMATES AND FREQUENCY CHARTS

Description: The contractor will be liable for any damage caused by incompetence or neglect. The contractor is responsible to provide all parts and material for preventive maintenance and recycling. Contractor furnished parts, material, and supplies will include but not be limited to: light bulbs, tubes, and ballast's; belts, filters, oil, refrigerant, chemicals for water treatment, and bait for traps.

DAILY

- D1. Visually inspect operation of interior lights and emergency exit lights – replace, tubes, bulbs, PCB's, and/or ballasts as needed.
- D2. Walk through, document building deficiencies, and communicate these to the COR.
- D3. Empty the paper shredder receptacle and the other secondary recycling containers located in the TRACON copy and storage room #112 into the primary recycling container located in the TRACON storage dock room #180. Coordinate with the recycle vendor for "Pick Up" as needed.

BIWEEKLY

- B1. TRACON Water Treatment
 - a. The contractor shall be responsible for maintaining the condenser water system. Condenser water system shall be clean, free of biological contamination (algae/bacteria), and free of scale deposits in the cooling towers, pipes, pumps and chiller tubes. The contractor shall perform bi-weekly tests on the condenser water system and log the results of said tests.
 - b. The contractor shall be responsible for maintenance of the Heating and Chilled water 'closed loop' system. This system shall be checked quarterly for proper chemical balance and the results provided to the COTR. Closed Loop system will be maintained to the degree to prevent scale or other buildup from degrading the performance of boilers and chillers.

MONTHLY

- M1. Exterior Lighting
 - a. Check exterior lights for operation – replace as needed.

- b. Ensure timer and photocell are operating and set correctly; repair/replace as needed, IAW operation manual.
- M2. Faucets/General Plumbing
 - a. Inspect all faucets for proper operation – adjust or replace as needed.
 - b. Adjust faucet handles for proper alignment.
 - c. Inspect flush valves – adjust or repair as needed.
- M3. Elevators (tasks to be completed by ThyssenKrupp with maintenance contractor overview)
 - a. Provide escort as needed for TRACON passenger and freight elevator, and TOC passenger and freight elevator.
- M4. Roof and Caulking
 - a. Inspect roof for tears in membrane, even distribution of ballast, proper roof and gutter drainage, exterior caulking in need of repair, and security of flashing and roof components; repair as necessary.
- M5. Flag Pole
 - a. Inspect halyard, turnbuckle, and pole. Repair, replace, or repaint as needed.
- M6. Guard Shack
 - a. Inspect guard shack systems (electrical, plumbing, doors, and structure) for proper operation and repair or replace as needed. Complete exterior/interior painting as needed.
- M7. Refrigeration Equipment (dining room refrigerator and icemaker)
 - a. Clean dust and dirt from condenser fins.
 - b. Clean door gaskets.
 - c. Check and tighten all electrical connections.
 - d. Ensure unit refrigerant is correct – add as needed.
 - e. Check actual vs. set temperature – adjust as needed.
 - f. Check and clean condensate drains.
 - g. Check and record amperage of unit.
 - h. Check and record evap temperature both in and out and ambient temperature.
 - i. Clean around unit.
- M8. Carpet Tiles
 - a. Replace damaged, worn, or soiled carpet tiles as requested by the COR.
- M11. Insect Control
 - a. Perform escort as needed.
- M12. Central Vacuum System
 - a. Test operation of unit
 - b. Inspect dirt collection bags for tears, rips, and functionality. Repair, replace, clean as needed.
 - c. Ensure vacuum suction pressure is 4.0 HG
 - d. Check and record motor amperage against manufacture data.

- e. Clean unit and area.

M13. Under Floor Leak Detection System

- a. Inspect system for proper function and repair as needed. Coordinate repairs with the COTR.

QUARTERLY

Q1. Elevators (tasks to be completed by ThyssenKrupp/maintenance contractor overview)

- a. Provide escort as needed.

Q2. Lay-in acoustical tile

- a. Clean soiled tiles.
- b. Replace if damaged or badly soiled.

Q3. Sanitary Drains

- a. Inspect drains, piping, sinks, toilets, water fountains, and traps for non-restricted flow.
- b. Sluggish drains shall be cleaned with a rotary device.
- c. Periodic treatment of environmentally friendly/safe and or “Green” chemicals may be used with prior approval of the COR and submission of a MSDS.
- d. Prior notification of cleaning shall be coordinated with the COR to prevent and/or control the emission of fumes and/or vapors.
- e. Ensure all traps are wet to preclude sewer gas from entering facility.

SEMIANNUALLY

S1. Parking lots

- a. Inspect parking lots and submit condition report to COR.

ANNUALLY

A1. Fire Protection System - Simplex 4100

- a. Provide escort as needed.

A2. Roof Gutter, Downspout, and Storm Drains

- a. Inspect roof gutter, downspout, plaza/dock drains, and storm drains for blockage and foreign debris.
- b. Clean and repair as needed.

A3. Elevators (tasks to be completed by ThyssenKrupp / CCD Licensed Vendors with maintenance contractor overview)

- a. Provide escort as needed.

TECHNICAL EXHIBIT #2

MAINTENANCE TASKS

TRACON / CAFE SPECIFIC

WORK ESTIMATES AND FREQUENCY CHARTS

DESCRIPTION: The contractor will be liable for any damage caused by incompetence or neglect. The contractor is responsible to provide all parts and material for preventive maintenance. Contractor furnished parts, material, and supplies will include but not be limited to: light bulbs, tubes, ballasts; belts, filters, oil, and refrigerant.

DAILY

D1. Lights

- a. Visually inspect all lights – replace bulbs, tubes, and ballasts as required.

MONTHLY

M1. Faucets

- a. Inspect all faucets for proper operation – adjust or replace as needed.
- b. Adjust faucet handles for proper alignment.

M2. Sanitary Drains

- a. Inspect drains, piping, sinks, and traps for non-restricted flow.
- b. Sluggish drains shall be cleaned with a rotary device.
- c. Periodic treatment of environmentally friendly/safe and or “Green” chemicals may be used with prior approval of the COR and submission of a MSDS.
- d. Prior notification of cleaning shall be coordinated with the COR to prevent and/or control the emission of fumes and/or vapors.
- e. Ensure all traps are wet to preclude sewer gas from entering facility.

M3. Refrigeration, Freezer, and Heating Equipment

- a. Clean dust and dirt from condenser fins.
- b. Clean door gaskets and replace as needed.
- c. Check and tighten all electrical connections.
- d. Ensure unit refrigerant is correct – add as needed.
- e. Check actual vs. set temperature – adjust as needed.
- f. Check and clean condensate drains.
- g. Check and record amperage of unit and compare against manufacture’s nameplate. Record amperage of units, note discrepancies, and repair as needed.
- h. Check and record evaporator temperature both in and out and ambient temperature.
- i. Clean around units.

M4. Insect Control

- a. Provide escort as needed.

BIMONTHLY

- B1. Other Equipment -- validates operation/maintenance IAW manufacturer data and repair or replace as required.
- a. In sink garbage disposal
 - b. Electric ovens
 - c. Gas Stoves
 - d. Gas Grills
 - e. Steam generator soup pot
 - f. Deep Fryers
 - g. Meat slicer
 - h. Microwave oven
 - i. Commercial Mixer
 - j. Commercial toaster
 - k. Commercial dishwasher
 - l. Electric conveyor
 - m. Dish washer & booster hot water heater
 - n. Convection oven
 - o. Over head hoods
 - p. Refrigeration
 - q. Freezer
 - r. Heating

QUARTERLY

- Q1. Overhead Lighting, Piping, Ducts, and Louvers
- a. Dust and clean all overhead lighting fixtures, ceiling, pipes, ducts, and louvers.
- Q2. Exhaust Hoods
- a. Inspect all exhaust hoods and ducts and remove grease build up. This included the front and rear stove hoods and the dish washer hood.
- Q3. Ansul Fire System Testing
- a. Provide escort for a certified inspector to inspect the ANSUL system for proper operation.
- .

SEMIANNUALLY

- S1. Grease Trap
- a. Pump grease trap clean and ensure waste is disposed of IAW all State and local laws and ordinances. NOTE: This MUST be coordinated with FAA environmental personnel to prevent notorious odors and gasses from entering the TRACON facility through the air handlers. This task is to be completed IAW the standards set forth by the Denver International Airport Environmental Management System Guideline Catalog, document

ES-301 version 1.08, subsection ES-301-2.07, Maintenance of Pretreatment Systems. This task may be changed to bi-monthly as per direction of the COR

S3. Ice Maker

- a. Clean water system and condenser IAW manufactures recommendations.

ANNUALLY

A1. Ice Maker

- a. Replace filter cartridge when capacity is reached, or when flow becomes inadequate, but at least annually.

TECHNICAL EXHIBIT #3

MAINTENANCE TASKS

ATCT / BB

WORK ESTIMATES AND FREQUENCY CHARTS

DESCRIPTION: The contractor will be liable for any damage caused by incompetence or neglect. The contractor is responsible to provide all parts and material for preventive maintenance and recycling. Contractor furnished parts, material, and supplies will include but not be limited to: light bulbs, tubes, and ballast's, caulking, belts, filters, oil, refrigerant, and chemicals for water treatment.

DAILY

- D1. Visually inspect all interior lights and emergency exit lights – replace tubes, bulbs, PCB's, and /or ballasts as needed.
- D2. Walk through the entire facility, document building deficiencies, and communicate these to the COR.
- D3. Empty the paper shredder receptacle and the other secondary recycling containers located in Base Building copy and storage room #315 into the primary recycling container located in the Base Building Mechanical Room #118. Coordinate the transportation of recyclables from the Base Building Mechanical Room #118 to the TRACON storage dock room #180 whenever the recyclables accumulate to a sufficient amount to justify transportation. Coordinate with the recycle vendor for "Pick Up" as needed.

BIWEEKLY

- B1. Elevator at the ATCT (tasks to be completed by the elevator maintenance contractor with maintenance contractor overview.
 - a. Provide escort as needed.
- B2. ATCT Cab Shades
 - a. Check pull cords for fraying and pulleys for wear, alignment issues, and loose hardware, replace/repair as needed.
 - b. Clean ATCT Cab window shades using manufacture approved cleaning technique. NOTE: These window shades cannot be streaked in any way. Should the shades become streaked or scratched because of improper maintenance by the contractor, the contractor shall replace the window shades at no cost to the government.
 - c. Validate the integrity of the shade support brackets and tighten and/or replace as needed.
- B3. ATCT/BB Water Treatment
 - a. The contractor shall be responsible for maintaining the condenser water system. Condenser water system shall be clean, free of biological contamination (algae/bacteria),

and free of scale deposits in the cooling towers, pipes, pumps and chiller tubes. The contractor shall perform bi-weekly tests on the condenser water system and log the results of said tests.

- b. The contractor shall be responsible for maintenance of the Heating and Chilled water 'closed loop' system. This system shall be checked quarterly for proper chemical balance and the results provided to the COTR. Closed Loop system will be maintained to the degree to prevent scale or other buildup from degrading the performance of boilers and chillers.

MONTHLY

M1. Exterior Lighting

- a. Check exterior lights for operation – replace as needed.
- b. Ensure timer and photocell are operating and set correctly, repair/replace as needed, IAW operation manual.

M2. Faucets/General Plumbing

- a. Inspect all faucets for proper operation – adjust or replace as needed.
- b. Adjust faucet handles for proper alignment.
- c. Inspect flush valves – adjust or repair as needed.

M3. Roof and Caulking

- a. Inspect roof for tears in membrane, even distribution of ballast, proper roof and gutter drainage, exterior caulking in need of repair, and security of flashing and roof components; repair as necessary.

M4. Elevator at Base Building (tasks to be completed by ThyssenKrupp with maintenance contractor overview)

- a. Provide escort as needed.

M5. Carpet Tiles

- a. Replace damaged, worn, or soiled carpet tiles as requested by the COR.

M6. Insect Control

- a. Provide escort as needed

M7. Central Vacuum System

- a. Test operation of unit
- b. Inspect dirt collection bags for tears, rips, and functionality. Repair, replace, clean as needed.
- c. Ensure vacuum suction pressure is 4.0 HG
- d. Check and record motor amperage against manufacture data.

QUARTERLY

Q1. Elevators (tasks to be completed by ThyssenKrupp with maintenance contractor overview)

- a. Provide escort as needed.

Q2. Lay-in acoustical tile

- a. Clean soiled tiles.
- b. Replace if damaged or badly soiled.

Q3. Sanitary Drains

- a. Inspect drains, piping, sinks, toilets, water fountains, and traps for non-restricted flow.
- b. Sluggish drains shall be cleaned with a rotary device.
- c. Periodic treatment of environmentally friendly/safe and or "Green" chemicals may be used with prior approval of the COR and submission of a MSDS.
- d. Prior notification of cleaning shall be coordinated with the COR to prevent and/or control the emission of fumes and/or vapors.
- e. Ensure all traps are wet to preclude sewer gas from entering facility.

ANNUALLY

A1. Fire Protection System - Simplex 4100

- a. Provide escort as needed.

A2. Roof Gutter, Downspout, and Storm Drains

- a. Inspect roof gutter, downspout, cab/junction/sub-junction storm drains, and other facility storm drains for blockage and foreign debris.
- b. Clean and repair as needed.

A3. Elevators (tasks to be completed by ThyssenKrupp / CCD Licensed Vendors with maintenance contractor overview)

- a. Provide escort as needed.

TECHNICAL EXHIBIT #4

JANITORIAL TASKS

ATCT / BB and TRACON / Cafe

WORK ESTIMATES AND FREQUENCY CHARTS

DESCRIPTION: The contractor will be liable for any damage caused by incompetence or neglect. The contractor is responsible to provide all parts and materials for janitorial service. Contractor furnished parts, materials, and supplies will include but not be limited to: brooms, mops, dusters, vacuums, carpet cleaners (steam and shampoo), disinfectants, cleaning compounds, waste bags, urinal blocks, hand soap, rags, and chemicals used for special purpose cleaning, waxing, and sealing. FAA personnel will monitor cleaning.

DAILY

- D1. Damp clean and disinfect all bathroom and locker room surfaces. This will include toilet bowls, urinals, lavatories, showers, shower walls, and soap dispensers. The contractor shall disinfect all surfaces with a germicidal cleaner. All mirrors, counters, and sinks will be cleaned in the same manner. Urinals shall be deodorized using a solid block cube in plastic housing.
- D2. Tile, non-carpeted stairwells, and sandstone floors shall be swept or damp mopped as appropriate. The Kitchen serving line and back area floor surfaces are included in this task.
- D3. All carpeted floors shall be vacuumed completely and spot cleaned where soiled with snow melt/de-icing chemicals, dirt, mud, and grit, etc. as necessary.
- D4. All trash containers shall be emptied. Trash containers that require washing and cleaning will be cleaned and disinfected. All trash shall be placed in tied bags and removed to outside trash collection containers. The Kitchen trash containers are included in this task.
- D5. Empty and clean all ashtrays and receptacles (exterior/kiosk and other locations).
- D6. Drinking fountains and other sinks not in restrooms will be cleaned thoroughly and disinfected. The Kitchen sinks (stainless steel and porcelain) are included in this task.
- D7. Carpet-type entrance mats and regular mats shall be swept, vacuumed, or washed to remove soil, snow melt/de-icing chemicals, dirt, and grit.
- D8. Entrance door glass shall be cleaned to remove all fingerprints, smudges, and streaks. The kitchen serving glass and back office windows are included in this task.
- D9. Spot clean soiled walls, doors, and doorframes through out the facility. These are areas where beverages were spilled on the walls, and/or scuffing, dust accumulation, fingerprints, hydraulic closure leakage, etc. The kitchen area is included in this task
- D10. Outdoor entrances and dock areas shall be free of debris, leaves, and other trash.

- D11. Restroom partition walls, stalls, and stall doors shall be cleaned and disinfected.
- D12. Clean the interior and exterior of the microwave ovens through out the facility.
- D13. Clean tables / chairs and countertops in common dining areas, vending machine areas, and break areas
- D14. TRACON: Two (2) secondary recycling containers and one (1) shredded paper receptacle are located in room #112. One container will be for white office paper and another container will be for mixed colored paper, newspaper, post it notes, magazines, paper/envelops with glue, manila file folders/envelopes, Kraft envelopes, glossy paper, and blue line reproductions/drawings. As the containers accumulate recyclables, transport the materials to the primary recycling container collection point located in the storage dock, room #180. Arrange for pick up with an approved recycling vendor as needed to maintain a neat and non-cluttered storage dock as per direction of the COR.
- D15. ATCT/BB: Two (2) secondary recycling containers and one (1) shredded paper receptacle are located in the Base Building copy/storage room #315. One container will be for white office paper and another container will be for mixed colored paper, newspaper, post it notes, magazines, paper/envelops with glue, manila file folders/envelops, Kraft envelopes, glossy paper, and blue line reproductions/drawings. As the containers accumulate recyclables, transport the materials to the primary recycling container collection point located in the Base Building Mechanical Room #118. Arrange for pick up with an approved recycling vendor as needed or transport the recyclables to the TRACON for a central recycle pick up location. Maintain a neat and non-cluttered Base Building Mechanical Room as per direction of the COR.

TWICE PER WEEK

- T1. Computer room raised floors, electronic equipment room floors shall be swept, and damp mopped. Use caution as to not use an excessively damp mop, because excess water may alarm the moisture sensor cable beneath the raised floor tiles.

WEEKLY

- W1. Concrete floors shall be swept and damp mopped.
- W2. Fire escape stairways in the TRACON and Base Building will be swept and damped mopped. Remove scuffmarks; wipe doors, and spot clean soiled walls.
- W3. Surfaces below 7'0" shall be dusted and cleaned as required. This will include walls, furniture, counters, tables, bookshelves, etc. NOTE: Specialized equipment include operating mechanical equipment, electrical switching equipment, electric transforming equipment, and other specialized computer equipment, may be dusted when directed by and coordinated with the COR.
- W4. Clean and apply stainless steel polish to all stainless steel horizontal and vertical surfaces within the kitchen.

BIWEEKLY

- B1. Interior and exterior of tower cab windows will be cleaned.
- B2. Replace potpourri in restrooms.

MONTHLY

- M1. Wood millwork will be cleaned and polished.
- M2. Windowsills, fin tube radiators, fire extinguisher cabinets, and switch plates will be dusted and cleaned.
- M3. Surfaces above 7'0" will be dusted and cleaned.
- M4. ATCT fire escape pressurized stairway will be swept and mopped. Remove scuffmarks; wipe doors, and spot clean soiled walls.

QUARTERLY

- Q1. Interior and exterior of windows will be cleaned.
- Q2. Interior partition glass shall be cleaned.
- Q3. Supply and return air grilles/louvers and the immediate area around them in addition light fixtures/reflectors/grills/lenses will be cleaned in the administrative areas, technician office areas, equipment room areas, and mechanical room areas.
- Q4. Inspect to determine if a Deep Clean of the TRACON operations room and ATCT Cab are needed.
- Q5. Clean and deodorize the refrigerators. Wash the outside of the box, removing handprints, dirt, and scuff marks.
- Q6. Wax ATCT stairs from the Junction level to the Cab level IAW manufactures recommendations (FLEXCO).
- Q7. Clean and dust all walls and walk-in cooler surfaces in the kitchen and cafe.

SEMIANNUALLY

- S1. Shampoo all carpets.
- S2. Strip, seal, and wax all tile and sandstone floors. This includes the tile / linoleum floors in the kitchen, dining area, and café.

- S3. Vacuum all cloth-covered furniture and spot clean as per manufacture recommendations. The COR shall provide prior approval for all cleaning products. A MSDS shall be submitted. This includes kitchen chairs, dining area chairs and furniture.
- S4. Wipe down all hard covered metal/wood chairs. The COR shall provide prior approval for all cleaning products. This includes kitchen chairs, dining area chairs, and furniture. A MSDS shall be submitted.
- S5. Deep Clean the TRACON operations room and ATCT Cab.

ANNUALLY

- A1. Wash all Venetian blinds throughout facility. The kitchen, dining area, and café are included.
- A2. Dust and clean all overhead pipes, ducts, raceways, etc. This is to be completed in all administrative areas, technician areas, electronic equipment areas, kitchen, dining area, café and mechanical room areas.

BIANNUAL

- B1. Vacuum the concrete floor below the raised computer and access floors at the TRACON (equipment room and Operations room) and the ATCT (sub junction and cab). Use caution not to damage the moisture sensor cable, communication-fiber-power cables, smoke detector heads, heat sensors, fire sprinkler heads, etc. Coordination with the COR is required prior to commencement.
- B2. Shampoo all cloth covered chairs throughout the facilities. Use manufacture approved cleaning products

DESCRIPTION and SPECIFICATIONS

JANITORIAL

ATCT / BB and TRACON / Cafe

1. GENERAL:

- a. The scope of work under this contract consists of furnishing all personnel, equipment, material, supplies, and supervision to provide complete janitorial service at the Denver Terminal Radar Approach Control (TRACON) / TRACON Cafe, Airport Traffic Control Tower (ATCT), and the attached Base Building (BB) office space in Denver, Colorado. Contractor is expected to move easily moveable objects to be performed within this section.
- b. The work performed in the TRACON / TRACON Cafe, ATCT / BB, and equipment areas directly affects national security and is directed toward the control and separation of air traffic. The importance of the operation cannot be over stressed. Interference of any kind by the contractor, his employees, or equipment will not be tolerated. The inadvertent flipping of a switch or turning of a dial could be disastrous. It is of utmost importance that the noise level in these areas, particularly the TRACON Operations Area and the ATCT Cab, be kept to a minimum.
- c. The contractor shall perform all cleaning and janitorial service tasks at the frequencies set forth in the Task and Frequency Charts in Technical Exhibits.
- d. Pandemic situations such as H1N1 (Swine Flu) may require contract modification. The CO has the authority for this decision / guidance via the FAA Crisis Response Group AJR-23.
- e. **NOTE: Refer to Technical Exhibit #4 for "Work Estimates and Frequency Charts".**

2. BUILDINGS APPROXIMATE SQUARE FOOTAGE:

- a. Denver TRACON consists of a total of approximately 64,000 square feet of floor space on three (3) floors.
- b. Denver TRACON Generator Building consists of approximately 1,700 square feet of floor space on one (1) floor.
- c. Denver ATCT consists of a total of approximately 11,740 square feet of floor space on nineteen (19) floors.
- d. Denver Base Building (BB) consists of a total of approximately 21,052 square feet on three (3) floors.

- e. Denver Cooling Tower @ ATCT/BB consists of a total of approximately 966 square feet on two (2) floors.

3. LOCATION OF BUILDINGS:

- a. Denver TRACON and Generator Building are located at 26705 East 68th Avenue, Denver, CO 80249-6360
- b. ATCT, Base Building, and Cooling Tower are located at Concourse "C", Denver International Airport (DIA). Access is via DIA train or Airfield Ramp. Parking at DIA is at the expense of the contractor

4. SERVICE REQUIREMENTS:

- a. TRACON AND ATCT/BB: These facilities are in operation 24/7 and require cleaning 7 days per week. Janitorial service for these facilities shall be scheduled so the operational control rooms in the TRACON and ATCT shall be cleaned during periods of lowest activity (typically between 12:00 a.m. and 4:00 a.m.). The contractor shall ensure that operations in these areas are not disturbed during peak activities. Work to be performed in the other areas of the TRACON / TRACON cafe and ATCT/BB administrative areas, may begin as early as 5:00 p.m., if the contractor does not interfere with building and personnel operations. On weekends and federal holidays, the contractor may schedule janitorial services in the TRACON and ATCT, with exceptions of the operational control rooms, as required, with approval of the Contracting Officer's Representative (COR).
- b. HOLIDAYS: Holidays observed by Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Service is required on these days.

5. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS:

Within 24 hours after contract award, the contractor shall submit to the Contracting Officer's Representative (COR), a list of names of his/her employees who will be working at the facilities and the required completed security clearance forms.

- a. DIA REQUIREMENTS: All contractor personnel entering airport property must contact Denver International Airport (DIA) Badging and Access Services for information and guidance on how to acquire an airport ID badge at (303) 342-4300. The contractor is required to comply with all security regulations and directives as identified herein and other security requirements as are shown elsewhere in this contract.

- b. **FAA REQUIREMENTS:** The contractor and each of their employees engaged in work under this contract shall execute and submit to the COR the following forms; FD-258 (Fingerprint Chart), SP-85P (Questionnaire for Public Trust Positions), I-9 (Employment Eligibility Verification), and DOT F-1681 (Identification Card / Credential Application). The Contracting Officer's Representative (COR) will provide these forms. Employees without properly executed forms will not be allowed access to the job sites. The Contractor shall furnish a list of employees to the COR by job assignment designated to work this contract. The list shall remain current and the COR must be notified of any changes of personnel immediately. Contractor personnel are not authorized access to any area where classified information is used, stored, or processed without a security guard escort. Newly initiated e-QIP (Electronic Questionnaire for Investigation Processing) may apply.

6. STANDARDS OF CONDUCT:

- a. The contractor and his employees will be subject to all rules and regulations relative to entering and leaving the site.
- b. All employees will be physically able to do their assigned work and shall be free of communicable diseases.
- c. Contractor's employees will not disturb papers on desks, open desk drawers, or cabinets. Use of government computers shall not be allowed. Neglect of duties shall not be condoned; sleeping on duty, unreasonable delay or failure to carry out assigned tasks, insubordination, conducting personal affairs during duty hours, or using telephone for other than official business.
- d. Contractor's employees will report fires, hazardous conditions, and items in need of repair, such as, flickering or non-operating lights, leaky faucets/piping, toilet stoppage, etc., to the COR immediately.
- e. Contractor will assure that specified rooms are locked after cleaning and keys returned to designated recipient. The keys to be checked in and checked out daily.
- f. Contractor will assure that all articles found by employees are given to the Contracting Officer's Representative.
- g. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions or fighting, participation in activities, which interfere with efficient Government operations, shall not be condoned.
- h. While on duty, employees shall not possess, sell, consume, or be under the influence of intoxicants, drugs, or substances that produce similar effects.
- i. Contractor shall not display inappropriate material in the workplace or storage closet.

7. MATERIALS:

- a. Contractor will furnish all supplies, materials, and equipment necessary for contract work, including, but not limited to the following. All items that FAA uses must be approved by the COR prior to placement/usage.

Cleaners	Floor Wax
Detergents	Receptacles
Polishes	Toilet paper, unscented
Plain rags	Toilet seat protective covers
Dust control rags	Sanitary napkins/tampons
Lava sticks	Plastic liners for trash containers
Hand soap	Potpourri
Paper towels	Sanitizers / Deodorizers / Aerosols

Basic office supplies for contractor employees: pens, pencils, paper, calendars, etc.

- b. All materials or methods not specified and which the contractor proposes to use shall be approved by the COR. It is not intended to preclude the use of new, accepted, and approved products or methods.
- c. Cleaning materials, to the largest extent possible, shall be environmental friendly and/or "Green" products. Coordinate the use of these and all other products with the COR.

8. EQUIPMENT:

- a. Within 48 hours after contract award, the contractor shall submit to the COR for approval, a complete list of the equipment to be utilized.
- b. Equipment used shall be safe and in good condition. Electrical appliances shall be the most suitable for the purpose intended. Electrical receptacles in equipment racks will not be used for janitorial purposes.
- c. TRACON/ATCT/BB has a Central Vacuum System for janitorial usage.

9. UTILITIES:

- a. Electrical power will be furnished by the Government at existing power outlets for the operation of equipment. The COR will identify outlets for usage.
- b. Hot and cold water will be available to the contractor.

10. STORAGE SPACE AND JANITOR'S CLOSETS:

- a. Space may be assigned to the contractor by the COR for the storage of bulk supplies and the equipment used in the performance of the work.
- b. If space or closets are assigned by the COR to be used by the contractor's employees, any Government furniture or equipment placed there, such as tables, desks, chairs, etc.,

may be used but will be returned to the Government at contract termination in the same condition as that existing at the time of entering into the contract, reasonable and ordinary wear and tear excepted. These areas will be swept daily and kept neat and clean.

- c. Failure to keep any of the facilities described above in a clean and orderly condition may result in the withdrawal of their use.
- d. The Government will not be held responsible for damage and/or loss to contractor's employees' items occasioned by fire, theft, accident, or otherwise.
- e. The Contractor will supply a cabinet suitable for storing flammable supplies. Material Safety Data Sheets (MSDS) shall be kept with the materials, and a list of such materials will be submitted to the COR for approval prior to use.

11. WORK SCHEDULE:

Within four days after receipt of contract award, the contractor will submit to the COR for approval, a complete schedule of his intended work, identifying month, day, and time of day tasks are scheduled to be accomplished.

12. SAFETY PRECAUTIONS:

The contractor will instruct his/her employees of appropriate safety measures and will not permit them to place mops, brooms, machines and other equipment in traffic lanes or other locations in such a manner as to create safety hazards. Appropriate signs will be provided by the contractor to mark areas that are slippery due to cleaning or waxing operations.

13. COMBUSTIBLE MATERIALS:

Rags, mops, brushes, waxes, and other materials that contain a residue of animal, vegetable, or mineral oils and are subject to spontaneous combustion will be kept in flammable storage containers furnished by contractor and disposed of appropriately.

14. SANITARY CONDITIONS:

Dirty water and cleaning solutions will be disposed of in mop sinks designated by the Contracting Officer's Representative. Floors and fixtures in areas where water is obtained and disposed of will be kept clean, neat, and sanitary at all times.

15. INSPECTIONS:

The Contracting Officer's Representative and the Contractor will make mandatory monthly inspections of all areas jointly. Inspections shall be documented on an FAA Form 4665-3, Contractor Performance Inspection (see attachment).

16. REDUCTION IN PAYMENT:

- a. Upon receipt of written notification by the Contracting Officer regarding nonconformance of contractual services, the contractor will be given 24 hours to provide the required corrective action. At the end of this period, The Government may have such work done by others, with cost(s) chargeable to the contractor and deducted from his/her monthly payment.
- b. Repeated failures to perform work as required by the specifications and contract documents may result in termination of the contract.

BASIC CLEANING AND RECYCLING REQUIREMENT STANDARDS FOR SATISFACTORY PERFORMANCE

1. FLOORS:

- a. CARPETS: All carpets will be free of all visible litter, dust, and soil. The contractor shall vacuum throw rugs and walk-off entrance mats to the same standards. All tears, burns, and ravels shall be brought to the attention of the COR. The contractor shall remove all spots using only those methods recommended by the manufacture's maintenance instructions. All carpeted floors shall be shampooed or steam cleaned as necessary to maintain the carpet as noted in Technical Exhibits. The contractor shall remove all shampoo and/or steam cleaning solutions from baseboards, trash receptacles, and furniture. Shampoo and steam cleaning solutions and methods shall be in accordance with the manufacturer's instructions. Obtain COR approval of cleaning chemicals prior to use.
- b. NON-CARPETED FLOORS: The contractor shall ensure that all non-carpeted floors and armor plate floors are swept and are free of visible dust, litter, and foreign debris. This will include the entire floor surface and corners. All non-carpeted floors and armor plate floors will be mopped and shall be free of streaks, swirl marks, film, debris, or standing water. The contractor shall display caution signs when cleaning floors while other personnel are present. The contractor shall seal all tile floors prior to waxing with a sealer in accordance with the manufacturer's instructions and methods. Sealed floors shall have a smooth uniform surface before the application of a scruff-free floor finish. After waxing, the floors shall have a glossy appearance, free of scuffmarks, heel marks and other stains or discolorations. The contractor shall remove all wax residues from baseboards, trash receptacles, and furniture. The contractor shall buff all surfaces accessible to maintain glossy appearance of floors. Obtain COR approval of cleaning, sealing, and waxing chemicals prior to use.
- c. SPECIAL FLOOR SURFACES: The stone tile surfaces in the lobby of the TRACON shall be maintained to exhibit a uniform glossy appearance. Grout will be free of dirt and the tile shall be free of smudges, swirls, streaks, stains and scuffmarks. A sealer and wax for this tile shall be approved by the COR prior to use. The ATCT floor landings and stair treads from the junction level to the cab level shall be maintained IAW the manufactures recommendations (FLEXCO).

2. DEEP CLEANING:

- a. Deep Clean TRACON Operations Room 243: Inspect quarterly with the COTR to validate the semi-annual deep cleaning is adequate. This may become a quarterly task as deemed by the COTR. Vacuum, wipe down, and dust entire area from top to bottom between the hours of 1:00 a.m. to 4:00 a.m. to thoroughly cleanse as per directed by COR. FAA technicians will complete moving of equipment (computers, displays, CRT's, MDT's, etc.)
- b. Deep Clean ATCT Cab Level: Inspect quarterly with the COTR to validate that semi-annual deep cleaning is adequate. This may become a quarterly task as deemed by the COTR Vacuum, wipe down, and dust entire area from top to bottom between the hours of 1:00 a.m. to 4:00 a.m. to thoroughly cleanse as per directed by COR. FAA technicians will complete moving of equipment (computers, displays, CRT's, MDT's, etc.)

3. RESTROOM FLOORS, SURFACES, AND FIXTURES:

- a. The contractor shall completely damp clean and disinfect all surfaces of bathroom and locker room fixtures. These fixtures include toilet bowls, urinals, lavatories, showers, dispensers, wall partitions, stalls, and stall doors. The contractor shall damp clean and disinfect all floors, mirrors, walls and shower walls using a germicidal detergent approved by the COR prior to use. There shall be no stains, streaks, smudges, or discoloration of any surface in these areas. All toilet bowls and urinals shall be kept free of scale deposits and discoloration of any kind. Urinals shall be deodorized using a solid block cube in a plastic housing approved by the COR.
- b. Fixtures, dispensers, mirrors, and visible plumbing will be free of dust, film, watermarks, fingerprints, and other marks, and disinfected.
- c. All dispensers will contain an adequate supply of product and soap dispensers will not be clogged. Products (toilet tissue, hand drying towels, etc.) shall dispense freely with out waste and interruption.
- d. Offensive odors shall be eliminated.
- e. Potpourri shall be placed on sink countertops.

4. TRASH REMOVAL:

The contractor shall empty and return to their initial location all waste containers within the facilities. All waste containers shall have liners to be replaced as needed. Waste containers shall be washed, dried, and returned to their original locations as needed. The contractor shall remove all boxes, cans, and papers placed near trash containers and marked "TRASH". All packing materials and containers marked "TRASH" shall be removed. The contractor shall place all collected trash in the nearest outside collection container and will keep the lids closed to these containers at all times. The contractor will observe the outside

collection containers to validate that it does not get overly full where the lid cannot be closed. Contact the disposal company immediately if this condition is present. NOTE: Contractor personnel will not collect any trash bearing "Classified" or "Sensitive Security Information" (SSI) markings. "Classified" or "SSI" trash will be left in place and the COR shall be notified immediately by the contractor with the location of the trash container.

5. RESTOCKING:

The contractor shall restock each restroom with sufficient supplies (i.e. paper products, hand soap, urinal blocks) to ensure supplies are in place until the next restocking. The contractor shall ensure the free and proper operation of the hand soap, toilet tissue, and towel dispensers. Towels will easily dispense one at a time with out waste. Toilet tissue will dispense freely and with out interruption.

6. HIGH CLEANING:

The contractor shall remove all dust, lint, litter, and soil from all surfaces above 7' 0" from the floor surface with the frequency indicated in Technical Exhibits. This includes but is not limited to tops of lockers and cabinets, windows and window ledges, exit signs, clocks, overhead piping, ducts, intake/exhaust louvers, intake/exhaust fans, light fixtures, Venetian blinds, wall fabric coverings, etc. Cleaning of sensitive or operational equipment shall be coordinated with the COR.

7. INTERIOR AND EXTERIOR WINDOWS:

The contractor shall clean the interior and exterior of window surfaces so that after cleaning the windows are free of any film, dirt, smudges, water, and other foreign matter. All water and other foreign matter shall be removed from frames, casings, sills, and glass.

8. GENERAL CLEANING, DUSTING, AND WALLS:

- a. The contractor shall dust and clean all areas below 7'0", including stair rails, ledges, radiators, and windowsills as required in the Technical Exhibits. Additionally the contractor shall dust and clean walls to remove dirt, dust, and marks as required in Technical Exhibits.
- b. Walls and items which are part of the wall (such as switch plates), items installed against a wall (such as air handling units, book shelves, intake/ exhaust louvers, etc.), partitions, doors, windows sills, wainscoting, vents, fire extinguishers / enclosures, Venetian blinds, chalkboards, base board heating grills, etc. shall be dusted and cleaned
- c. Walls, doors, and doorframes will be free of dust, fingerprints, spots, scuff, beverage spillage, and other marks.

- d. Formica cabinets and decorative woodwork will be wiped clean and treated with furniture polish resulting in surfaces free of dust, spots, fingerprints, scuff, and other marks.
- e. Unpainted metalwork, doorknobs, switch plates, hardware and fire extinguishers, etc. will be free of dust and polished.
- f. Boards (both chalk and white) will be free of chalk marks, fingerprints, streaks, haze and written material, unless marked to the contrary.
- g. Vacuum fabric covered furniture and spot clean as needed. Wipe down all hard covered metal/wood chairs.

9. EMPTY AND CLEAN ASH TRAYS:

The contractor shall empty, wipe down, and clean all ashtrays and ash containers in smoking areas. The contractor shall ensure that proper disposal methods are utilized to eliminate potential fire hazards.

10. CLEAN PASSENGER AND FREIGHT ELEVATORS:

The contractor shall clean elevators so when cleaning is complete, the walls, ceilings, and doors shall be free of smudges, fingerprints and other obvious soil. The door tracks shall be kept free of dirt, soil, dead insects, and all other foreign objects. Overhead grid-style light covers shall be kept free of dust, cobwebs, dead insects and other foreign material.

11. COMMON DINING AREAS:

- a. The contractor shall clean the interior and exterior of microwave ovens, refrigerators, wipe down tables and chairs, damp mop, and wax floors located in common dining areas, break areas, and vending machine areas to remove handprints, soil, and food particles.
- b. The contractor shall clean the ice/water dispenser. Clean drain area and exterior area of dispenser.

12. DRINKING FOUNTAINS:

Drinking fountains will be wiped and polished and be free of spots, stains, scale build up, and other dirty marks.

13. OUTDOOR AREAS AND ENTRANCE AREAS:

Outside entrances will be free of debris, leaves, and other trash. Carpet-type entrance mats shall be vacuumed to remove soil, snow melt/de-icing chemicals, and grit and to restore

resiliency of the carpet pile. Entrance mats shall be swept, vacuumed, or washed to remove soil, grit and snow melt/de-icing chemicals.

14. CLEANING SECURED OFFICES:

Guard escort will not be required to clean particular offices. These offices will be identified by the COR. The janitorial staff will check out access key (s) from the guards at the commencement of their shift to clean the secured offices. At all times when the offices are opened, the janitorial staff will maintain visual control of the entrance door. Upon end of shift, the access keys (s) are to be returned to the guards.

15. RECYCLING MANAGEMENT PROGRAM

Contractor shall follow pre existing FAA recycling program.